

**National Guard Bureau
Sexual Assault Prevention and Response Program**

Commander's Sexual Assault Victim Assistance Checklist

(Note: These actions are to be taken in the event of receiving a report of sexual assault. Verify that the following actions have been completed).

**Upon receiving report, Commander will contact the State JFHQ SARC
IMMEDIATELY**

1. _____ Ensure the physical safety of the victim – determine if the alleged assailant is still nearby and if the victim needs protection.
2. _____ Ensure the victim is advised of the need to preserve evidence (e.g., not bathing, showering, washing garments and encourage the victim to refer to a hospital for a medical examination immediately (even if the incident occurred prior to the past 72 hours).
3. _____ Make appropriate administrative and logistical coordination for movement of victim to receive care. (Involve the minimum number of personnel possible and only on a need-to-know basis).
4. _____ Notify the Chaplain if the victim desires pastoral counseling or assistance.
5. _____ Report the sexual assault incident, within 24 hours of receipt, through the chain of command to the following, if entities have not been notified :

_____ Civilian/Military Authorities
_____ Commanders in the chain of command (as appropriate)
_____ Judge Advocate
6. _____ Ensure the Civilian/Military Authorities notify victims and witnesses of their rights through a completed Victims and Witnesses of Crime form, DD Form 2701, or civilian equivalent. (Reference AR 27-10 and AR 600-20, Appendix G).
7. _____ Ensure the victim is made aware of, and encouraged to exercise their options during each phase of the medical, investigative, and legal processes.

8. _____ Determine the best courses of action for separating the victim and the subject during the investigation. Options available may be:
 - ❑ Determine whether the victim desires to be transferred to another unit.
 - ❑ Determine if the suspect needs/desires to be transferred to another unit.
 - ❑ Coordinate with sexual assault resources and chain of command (involve as few people as possible and only on a need to know basis, protecting the victim's privacy) to determine if the victim's condition warrants redeployment/reassignment.
 - ❑ Military Protection Order (MPO) and or Civilian Protective Order (CPO).
9. _____ Ensure the victim is aware of available resources.
10. _____ Ensure the victim receives monthly reports regarding the status of the sexual assault investigation and or prosecution.
11. _____ Initiate follow-up with the victim within 45 days after disposition of the case.
12. _____ Consider deferring discipline for victim misconduct until the final disposition of the case IAW DoDD 6495.01 and DoDI 6495.02.